



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

One Center Plaza
120 West Fayette Street
Baltimore, MD 21201

Anthony G. Brown
Lt. Governor

Martin O'Malley
Governor

Donald W. DeVore
Secretary

December 30, 2009

Re: 10-JS-032 Telephone/Fax Written Solicitation For Legislative Consultation Services (eMM No. V00SO264564)

Dear Potential Bidder:

The Maryland Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "Juvenile Services," or "DJS," is soliciting Bids for the purpose of obtaining consultation services, namely, assisting the Department during the 2010 Maryland Legislative session. The Successful Bidder will assist in directing, initiating, advocating, and monitoring legislative proposals which impact upon or address Departmental goals and community concerns.

Bidders will primarily be providing services in Annapolis, Maryland. However, the Bidder will be required to meet periodically with Departmental representative at the DJS Headquarters building in Baltimore, Maryland.

The Department will make a single award for the services specified in this solicitation. A maximum of \$25,000 will be awarded to the successful Bidder. The award shall be made under Small Procurement Regulations, COMAR 21.05.07.

The Contract awarded from this Solicitation shall be for a period of approximately 4 months, beginning on or about January 4, 2010 and continue through April 23, 2010. In the event the Contract does not commence on January 4, 2010, the Contract(s) shall be effective from the date it is signed and continue in effect for a period of 4 months.

There will not be a Pre-Bid Conference for this procurement.

Bids for this Written Solicitation are to be submitted to the Procurement Officer by January 6, 2010, no later than 3:30 p.m. to Marcus V. Filson, Office of Procurement, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 334A, Baltimore, Maryland 21201. Late Bids will not be accepted.

You may obtain a copy of this Written Solicitation from the eMaryland Marketplace website at www.emarylandmarketplace.com.

Upon receipt of this Written Solicitation please acknowledge by E-Mail to anderse@djs.state.md.us.

If you have any questions, please submit them to my office as soon as possible via fax or email. The fax number is 410-333-4191. You may email me at Filsonm@djs.state.md.us.

Minority Business Enterprises (MBE's) and small businesses are encouraged to respond to this solicitation as a primary Contractor and are encouraged to obtain certification.

All questions related to the MBE certification process should be addressed to the Maryland Department Of Transportation, Minority Business Enterprises, P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact them by voice mail at 1-800-544-6056 or by E-Mail at www.mdot.state.md.us.

If the prospective Bidder is a certified minority Contractor, the certification number must be provided in a cover letter.

If you are unable to obtain a copy from the website, please call Denise Anderson at 410-230-3469 for assistance.

If you do not intend to respond to this procurement, please take a moment to fill out the Non-Bidders Response Form and submit it to my office at the above fax number. This information is required by the Department of Budget and Management to ensure outreach methods were made to seek vendors and to get feedback regarding this solicitation.

Sincerely,

Marcus V. Filson
Office of Procurement

C: Bid File